

WE - RECORDS MANAGEMENT

In the Records Management field, WE rates high in comparison with other Divisions. This is evidenced by the fact that it has not been necessary to order any new safe cabinets in the last two years. Furthermore, of the approximately 250 safes on hand at that time, six have been returned to stock and five more are now available for reassignment within the Division. The DD/P Records Office states that only one other Division equals this accomplishment. However, in spite of this accomplishment a great deal more could be done if the Record Officer had the time, e.g.

- a. Inventory and schedule all Division records. Only a portion of the records are now covered by a schedule which is three years old and badly in need of revision.
- b. No effort is now being made to control and assist in the design and procurement of forms.
- c. Only a limited effort has been made to assist in the analysis and installation of improved filing systems and equipment.
- d. The Vital Materials Program should be reviewed for completeness and currency and future deposits made on a scheduled basis.